

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-291T OPENING DATE: 10 JUN 2007 CLOSING DATE: Open Until Filled

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
SECURITY ASSISTANT, GS-0086-07, TC08759000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)	
SALARY RANGE: \$35,936 - \$46,717 PA	SUPERVISORY () MANAGERIAL () NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:
WESTERN ARMY AVIATION TRAINING SITE (WAATS), MARANA, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona Army National Guard (in any unit supported by the WAATS) and be able to qualify for the following AFSC/MOS/AOC/BRANCH: 31B **KNOWN PROMOTION POTENTIAL: NONE**

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard.** Individual selected will receive an Indefinite Appointment that may be converted to Permanent once the position is no longer encumbered. Acceptance of a Federal Excepted technician position of over

179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.

NOTE: This position is subject to working the night shift.

NOTE: Must have or be able to obtain a Secret clearance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to plan, direct, coordinate, and supervise Silver Bell AHP security program.
 2. Knowledge of security requirements established in legislation, regulations, and various policies and directives governing military police programs and systems.
 3. Ability to conduct inspections of personnel, records and operational capability.
 4. Ability to review reports of investigations and maintain security records, files, reports and forms.
 5. Ability to analyze reports of investigations and maintenance of security records, files reports and forms.
 6. Ability to maintain a harmonious work environment with others within and outside of the organization.
 7. Skilled in the use of protective devices, procedures and methods.
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SPECIALIZED EXPERIENCE: Must have 12 months experience which demonstrates the ability to integrate armed services law enforcement activities and maintain a working relationship with civilian law enforcement agencies; experience which provided the applicant's skills in the use of firearms and other protective procedures and methods in accordance with appropriate policies and regulations; experience in protecting physical property, which are critical in nature, from sabotage, espionage and armed intrusion; experience which involved enforcing stringent regulations, maintaining order, questioning trespassers, answering inquiries and aiding persons in distress; experience in work that involved dealing with people from various levels and backgrounds to elicit their cooperation to perform specific tasks, or comply with regulations, laws or practices; experience in compiling and analyzing information to write reports, incidents, etc.

BRIEF JOB DESCRIPTION: The purpose of this position is to assist higher graded personnel in performing security tasks. Assists in the interpretation and implementation of directives, regulations and policies received from higher headquarters; ensures unit conforms to existing directives and regulations; assists higher graded personnel in the accomplishment of security and intelligence functions to include operations, physical and communications security, and deception and counterintelligence measures; Assists in conducting security (physical and information) inspections or assistance visits; prepares reports as required; develops recommendations to implement changes, identifies security issues; coordinates with law enforcement agencies on security checks of facility; responds to Intrusion Detection System (IDS) alarm problems, and reports malfunctions of security devices; receives, reviews accounts for, safeguards and destroys classified information; responsible for key issue and control of unit. Performs other duties as assigned.

SELECTING SUPERVISOR: MAJ KEVIN GAVER
